



TOWN OF LAKE PARK

Grants Writer

Under the general direction of the Town Manager, responsible for performing specialized professional work involving research grant opportunities, preparing grant applications and proposals for submittal to federal, state, local public agencies and private foundations. Must be able to provide in-depth research and analysis of potential funding sources, including federal, state and local public agencies, private foundations, and individuals and to identify those appropriate to support Town priorities and programs that match funding agency interests and requirements and maximize fundability. Bachelor's degree from an accredited college or university in Public Administration, Communications, English, Business or related field and a minimum of three years of experience as a grants writer are required. Must also have extensive knowledge of grant funding sources at the local, county, state, federal, and private/public foundation levels as well as a proven record of securing major grants. Salary range: \$53,976 to \$83,761.60 per year. Deadline for Receipt of Applications: 5:00 p.m. November 7, 2016.

Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.